



## **RICHARD AVENUE PRIMARY SCHOOL**

### **TERMS OF REFERENCE – PART 1 – AGREED 12/10/2020**

#### **VIRTUAL MEETINGS**

The Governing Body of Richard Avenue Primary School has agreed to adopt powers as granted within Regulation 14(8) The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 to hold virtual meetings.

Where required, virtual meetings will be utilised for Board and Committee meetings. Within virtual meetings, powers and decisions will be discharged in line with the Terms of Reference Part 1 and Part 2.

Decisions made virtually will include but are not limited to the following platforms:

- Video-conference;
- Tele-conference; and
- Group Email (with retention of emails confirming approval).

#### **FINANCIAL MANAGEMENT**

##### **Full Governing Body**

- Should consider and ratify the budget as recommended by Focus Group 1.
- Should consider and decide upon school priorities according to the agreed school improvement/development plan.
- Should consider and approve all purchases of goods or services above the value as set out in part 2.
- Should consider and approve all virement above the value as set out in part 2.
- Should retain an oversight of the school's budget position by either receiving appropriate financial reports or the minutes of Focus Group 1 committee meetings where such matters have been discussed.

##### **Focus Group 1**

- Must consider and approve the first formal budget plan of the financial year and recommend this for ratification to the full governing body.

- Should regularly monitor the progress of the budget using financial information supplied by the Headteacher and School Business Manager, supplemented by Local Authority financial reports where required.
- Should agree with the Headteacher and School Business Manager, the type and depth of information to be provided to allow adequate budget monitoring.
- Should consider and approve all purchases of goods or services above the value as set out in part 2.
- Should consider and approve all virement above the value as set out in part 2.
- The focus group will also wish to have some input into the preparation of the draft budget and will make recommendations to the full Governing Body regarding the initial school budget each year.

*NOTE – As this is a committee with delegated powers, a Clerk to the Committee should be appointed and minutes must be considered by the full governing body at a subsequent meeting.*

### **Headteacher**

- The Headteacher has delegated responsibility to incur expenditure on goods or services as set out in part 2.
- The Headteacher can vire monies between budget codes up the value as set out in part 2.
- The Headteacher shall regularly monitor the school's approved budget, taking action wherever necessary to ensure that the budget remains on course throughout the financial year. The Headteacher shall report significant variances to the governing body/committees as appropriate.
- The Headteacher shall report to members of the Governing Body's Focus Group 1 committee on a termly basis and to the Governing Body as required. Such reports shall include a statement of the school's current budget position, as set out by governors.

## **EMPLOYMENT ISSUES**

### **The Whole Governing Body:-**

Should consider, and agree, a staffing structure (both teaching and non-teaching staff) put together by the Headteacher and management team.

The full Governing Body will take policy decisions relating to

- staffing complement and structure

- strategy to be followed in respect of a whole school pay policy
- the redundancy, grievance, disciplinary and capability procedures to be followed

The full Governing Body will determine the delegation of powers (where permissible) and the membership of the committees/selection panels with delegated powers.

The full Governing Body must accept the resignation of Headteacher and Deputy Headteacher and take the decision to proceed with such appointments. Ratification of the appointment of Headteacher and Deputy Headteacher is the responsibility of the full Governing Body.

The full Governing Body will perform duties as set out in part 2.

### **The Selection Panel**

After the full Governing Body have considered the appointment of a Headteacher or Deputy Headteacher the Selection Panel will shortlist and interview for posts of Headteacher and Deputy Headteacher. Where determined by the full Governing Body the Selection Panel will consider advertisement, job description, person specification and timetable for such appointments. The Selection Panel will recommend a candidate for appointment to the full Governing Body.

### **Focus Group 1**

The focus group shall be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in part 2.

The focus group will consider salary issues (including regrading) as set out in part 2.

Where determined by the full Governing Body the focus group will be responsible for the appointment of staff (see part 2)

### **Performance Management**

The Chair of Governors (or appointed Governor), supported by an appropriately qualified external advisor is responsible for setting and reviewing performance management objectives for the Headteacher.

The performance management governor will then make a recommendation to Focus Group 1 committee regarding the annual pay award.

The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to Focus Group 1 committee regarding salary progression.

The Governing Body will also appoint a Review Officer responsible for hearing any complaints about the performance management process. This will be the Vice-chair unless they have been involved in the Headteacher's performance

management review at an earlier stage. In these cases the Governing Body shall appoint one or more Review Officers.

### **Appeals Committee**

The appeals committee will consider appeals against the decision of the initial committee considering the case as set out in part 2

It is important to note that members of this committee must not have had any involvement in any matter connected to the original case e.g. at personnel/staffing committee level.

The Appeals Committee must consist of at least the same number of governors as the committee which originally considered the case.

### **Headteacher**

The Headteacher shall perform duties as set out in part 2 where delegated to do by the full Governing Body.

The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

**Other than the Headteacher, governors who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.**